

Sample Invitation to Networking Session

You Are Invited To Attend a
Networking Session for A/E Design Services

[PROJECT]
[LOCATION]

Small, women-owned, and small disadvantaged businesses
are encouraged to attend.

[DATE]
[TIME]
[LOCATION]

The purpose of this session is to provide a networking opportunity for small, women-owned, and small disadvantaged businesses as well as others to meet with the key designers and their proposed production firms for potential teaming opportunities for A/E design services on [project] in [location]. This session is intended to assist the short-listed firms meet the established minimum goals for sub-contracting.

For registration, please fax or e-mail your response to [name],
Project Manager, at [fax number] or email: [address]